

Ming Chuan University Procedures for Research Center Establishment and Management

Passed at the 238th Administrative Council Meeting on May 28, 2012

Revised and Passed at the 248th Administrative Council Meeting on December 17, 2012

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Article 1 Mission and Goals

So as to encourage faculty members to accumulate research capacity, to promote research cooperation, to strengthen industry-academia development, to integrate the priorities and resources of research and development, to elaborate on overall benefits, to elevate cooperation across departments and schools for the purposes of building up research features at the university, school, and department levels, and to achieve sustainable development in industrial innovative research, these procedures were established.

Article 2 Establishment of Research Center(s)

In accordance with these procedures, two or more Ming Chuan University (MCU) full-time faculty members may request to plan a research center depending on the needs of research integration and practical application so as to take on academia-industry cooperative projects, academic research projects or provide academic service. In principle, for efficient self-sustaining operation, any university-level research center is supervised by Research and Development Division, while any school-level center falls under the school or college. A proposal must be submitted for planning a research center.

University-level proposals should be sent to Academia-Industry Research Promotion Committee (AIRPC) for review. School-level proposals should have the recommendation from the related School and then be sent to AIRPC for review.

The Academia-Industry Research Promotion Committee Charter is recorded elsewhere.

Article 3 Responsibilities and Standards

The research center is to take on research cases, to expand academia-industry research, and to elevate knowledge-driven innovation and exchange. The procedures for the research center to take on research cases, to purchase facilities, and processes for verification are to be based on the relevant university regulations.

Article 4 Employment of Director and Staff

One director is to be appointed for the research center from the recommendation of participating full-time MCU faculty members. The term of the director is two years, and is renewable. In principle, one full-time faculty member may only serve in up to one director position for one research center. Dependent on the size, nature, and assessment outcomes, the research center may set up one deputy director, selected by the director. In addition, several special program staff for administrative work, research, and technology may be arranged according to the need. Each research center should prepare its necessary budget and pay its own expenses.

Article 5 Assessment

Two years after the establishment of a research center, it should be evaluated on a biennial basis. The evaluation will take place in November every year. The assessment includes status of accepted projects and their implementation, concrete achievements of academic research and exchange, essential contribution(s) from the project/service outcomes to the society, requested resources from off-campus and corresponding results. The assessment standards are stipulated elsewhere. The assessment results are divided into Superior, Excellent, Acceptable, and Under Observation. The research centers rated as Superior and Excellent will be rewarded in accordance with relevant regulations stipulated elsewhere by the AIRPC. The research centers rated as under observation are required to be re-evaluated after one year.

Article 6 Submission of Implemented Outcomes

Before the end of October every year, each research center should send its implementation outcomes of the preceding academic year and its plan for future development, following review by relevant oversight units, to the Research and Development Division for reference.

Article 7 Use of Space

Depending on the actual situation, a university-level research center may propose its need for space. Upon being passed by the AIRPC, the proposals will be sent to Campus Space Planning Committee for negotiation. School-level centers may plan on their own by using non-classroom space allocated to the school or college. Abovementioned use of space may be listed as part of the assessment in Article 5, as necessary.

Article 8 Disbanding

If the research center fails to pass the re-evaluation, upon the assessment of the AIRPC, the research center should be disbanded. An official document should be sent for president's approval. The effective date of disbanding is from the date of the completion of all agreements signed prior to the receiving of the disbanding notice.

Article 9

Upon being passed at the Administrative Council Meeting and approved by the resident, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****